

**CITY OF ROCHESTER, MINNESOTA**  
**POLICE CIVIL SERVICE COMMISSION**  
**JAMES RUSSELL    DON BARLOW    RICHARD DALE**

**NOTICE OF EXAMINATION** FOR THE POSITION OF **POLICE OFFICER** IN THE POLICE DEPARTMENT OF THE CITY OF ROCHESTER, MINNESOTA.

**NOTICE IS HEREBY GIVEN:** that an examination to establish an eligible list of candidates for the position of Police Officer in the Police Department of the City of Rochester, Minnesota, will be conducted.

Application materials are available from the City of Rochester website [www.rochestermn.gov](http://www.rochestermn.gov) or the Human Resources Department, 201 4<sup>th</sup> St SE, Rochester, Minnesota. Completed applications must be received no later than **June 11, 2007**.

**NATURE OF WORK**

General duty police work in protecting life and property, maintaining order, preventing crimes, apprehending criminals, and enforcing laws and ordinances.

**MINIMUM REQUIREMENTS**

1. To be eligible to apply, applicants must meet **ONE** of the following licensing requirements:
  - A. Have an "active" peace officer license in the State of Minnesota, meaning that the applicant has met the MN P.O.S.T. Board approved requirements for obtaining and maintaining a valid license; **OR**
  - B. Have an "inactive" peace officer license in the State of Minnesota, meaning that the applicant has previously held an "active" license and is eligible to reactivate it in this state; **OR**
  - C. Have or will have successfully completed the MN P.O.S.T. Board approved professional Peace Officer education and skills requirements and passed the State of Minnesota "Peace Officer Licensing Examination" by the effective date of appointment of October 1, 2007; **OR**
  - D. Have completed basic police training or certification requirements in another state with which Minnesota has reciprocity, meaning that an out-of-state applicant has been found to be eligible to take the licensing examination in Minnesota or who has left Minnesota law enforcement prior to licensing and is eligible to take the reciprocity exam.
2. U.S. Citizen
3. Valid State of Minnesota driver's license or equivalent out-of-state license.
4. Shall not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or any offense in any other state or federal jurisdiction, which would have been a felony if committed in this state.
5. Must be free from any physical or psychological condition which might adversely affect the performance of the duties required of the position of Police Officer.

**STATE REQUIREMENT BEFORE EFFECTIVE DATE OF APPOINTMENT**

Must be a licensed MN Peace Officer or eligible to be licensed by the State of Minnesota pursuant to MN Statute 626.84-626.885 and 4 Minnesota Code of Agency Rules (MCAR) 13.001-13.020. Eligible to be licensed is defined as having completed the academic and skills training required by Minnesota Statutes.

**SPECIAL REQUIREMENTS**

Every licensed peace officer is required by 4 Minnesota Code of Agency Rules (MCAR) 13.008 to complete forty-eight (48) hours of Minnesota P.O.S.T. Board approved education during each three-year licensing period.

**SCOPE AND SCORING OF EXAMINATIONS**

Each qualified applicant for the position of Police Officer shall complete the following:

**PHASE I            APPLICATION**

Each application shall be evaluated based on a 100-point rating system to assign value to education, experience, knowledge, skills, and abilities that relate most closely to the duties and responsibilities of the position and the needs of the Rochester Police Department.

The evaluation criteria shall include consideration of the following: academic qualifications, professional certifications and licenses previous law enforcement/government/military experience, work experience, awards, professional recognition, medals, etc., and community service / volunteer work.

To this score shall be added veterans' preference points as prescribed by law. Candidates shall be placed on the application register based on their application score. The candidates highest on that list shall proceed to Phase II, the number of candidates advancing to Phase II being at least two times the number of vacancies intended to be filled.

When a disparity exists between the make-up of the Rochester Police Department and the City's approved affirmative action goals as identified in its Equal Employment Opportunity Plan, the Commission may direct that the top two applicants from any protected group proceed to Phase II of the testing process. These candidates shall be in addition to the other candidates advancing to Phase II.

## **PHASE II ORAL INTERVIEW AND ASSESSMENT OF WRITING ABILITIES**

Phase II testing consists of an in-depth oral interview and written assessment. The in-depth interview will be administered by a panel of evaluators and candidates will be given a raw score on the interview. Performance on the written assessment will be evaluated and scored by a panel of evaluators as assigned by the Police Chief. The interview panel shall consist of two members of the Rochester Police Department, one member of the Rochester Police Civil Service Commission, and one citizen of the community.

The candidates completing Phase II shall be placed on an eligibility register in order based on their scores obtained from the in-depth oral interview and written exercise, after adjustment for veterans' preference. The top ranking candidates who also pass the in-depth background investigation shall be certified to the Mayor for conditional appointment in the manner provided by law (the "list of three" process, including the right to include the protected class members on such list as described in Section 18).

## **PHASE III MAYOR'S APPOINTMENT**

The Mayor's appointment shall be conditional upon each candidate's successful completion of the following additional examinations:

<u>MEDICAL AND PSYCHOLOGICAL EXAMINATIONS</u>	PASS/FAIL
(Each candidate shall also be required to successfully complete a drug screening)	

<u>JOB-RELATED EXAMINATION OF PHYSICAL STRENGTH AND AGILITY</u>	PASS/FAIL
---	-----------

If a candidate fails the in-depth background investigation or any of the examinations listed above, the candidate's name shall be removed from the application and eligibility registers. Thereafter the Chief may request that the Mayor make additional conditional appointments and that additional in-depth background investigations be conducted to provide the number of candidates needed.

## **CONDITIONAL APPOINTMENT STATUS**

In order to comply with the MN P.O.S.T. Board appointment requirements and the Minnesota Human Rights Act, the Mayor's appointment shall be conditioned upon the candidate's successful completion of the medical and psychological examinations, the job-related strength and agility testing, use of force training, and obtaining eligibility for licensure by the Minnesota P.O.S.T. Board. The medical and psychological examinations shall be completed and approved prior to the candidate beginning employment with the City. The strength and agility testing, use of force training, and Minnesota P.O.S.T. Board requirements shall be completed during the first 30 days of employment and prior to the effective date of the appointment and the swearing in of the candidate as a Police Officer. A candidate not passing the strength and agility testing, not completing use of force training, or failing to obtain Minnesota P.O.S.T. eligibility for licensure may be removed by the Commission using the process outlined in the Police Civil Service Rules and Regulations Section 13A.

## **PHASE IV PROBATIONARY PERIOD**

Upon appointment, a Police Officer is subject to successful completion of a one-year probationary period as outlined in Section 20A. Entry-Level Probationary Period of the Rochester Police Civil Service Rules and Regulations.

## **COMPENSATION**

2007 starting pay range \$21.648 – \$26.213 per hour depending on qualifications pursuant to the 2007-2009 collective bargaining agreement between the City of Rochester, Minnesota and Law Enforcement Labor Services, Inc. Local #194.

/s/ Don Barlow, Secretary  
ROCHESTER POLICE CIVIL SERVICE COMMISSION